

Floyd

Misc.

## STATEMENT OF WORK

No. 022-2006-01

This SOW is made and entered into pursuant, and subject to the terms and conditions of, a Sales and Service Agreement between Floyd County and Dextek, Inc. (the "Agreement"). Capitalized terms not otherwise defined in this SOW shall have the meanings assigned to them under the Agreement.

<b>Client/End User:</b>	Floyd County Assessor
<b>General Description:</b>	Dextek, Inc. will provide outsourced data entry services to the Client(s). Client(s) will provide forms and reports to Dextek as requested. Dextek will return all forms and reports to Client(s) when completed. Dextek will load data and images on to the Client's existing iDox server as specified in the Deliverables section of this SOW.
<b>Deliverables / Specs.:</b>	<p>Dextek will provide data entry services (no document scanning) into the iDox system for the following data:</p> <p>(1) Personal Property Returns for all townships in Floyd County excepting New Albany Township. These include Form 101, Form 102, Form 103 Short, Form 103 Long, and Form 1 Utility. Approximate record counts are shown below:</p> <p>2003 pay 2004: 1200 2004 pay 2005: 1200</p> <p>Dextek will provide scanning and data entry services into the iDox system for the following forms:</p> <p>(1) Sales Disclosure Forms for New Albany Township.</p> <p>2003: 2300 2004: 2500 2005: 1600</p>
<b>Performance Schedule:</b>	<p>All items will be delivered on or before the dates indicated below. In the event that unforeseen issues render it necessary to make adjustments to this delivery schedule, Dextek will inform the Client(s) in a timely manner, and Dextek and Client(s) will negotiate a new, mutually agreeable delivery schedule.</p> <p>2003 Personal Property Returns: 15 days from delivery of documentation 2004 Personal Property Returns: 15 days from completion of 2003 Returns</p> <p>2003 Sales Disclosure Forms: 15 days from delivery of documentation 2004 Sales Disclosure Forms: 15 days from completion of 2003 Forms 2005 Sales Disclosure Forms: 15 days from completion of 2004 Forms</p>
<b>Pricing &amp; Payment:</b>	<p>Client will be billed at completion of project. The invoice will contain an exact count of the number of records created during the data entry contract at the pricing below:</p> <p>Personal Property Return Processing:</p> <p>CS-1000 Set-up Fee \$500.00 OP-1000 Data entry (per return) \$0.65 per return</p>

<b>Sales Disclosure Form Processing:</b>	
OS-2000 Set-up Fee	\$500.00
OP-2000 Data entry (per parcel)	\$0.35 per parcel
OP-3000 Data entry (verification)	\$0.10 per questionnaire
<b>Estimate based on approximate counts:</b>	
Personal Property:	\$1930.00
Sales Disclosures:	\$2740.00
TOTAL:	\$4670.00
(does not include questionnaire)	
Travel and shipping expenses may also apply.	

<b>Other Terms:</b>	<p><b>Needed documents:</b> Client(s) will provide to DoxTek. (1) originals or copies of the Personal Property Returns, (2) legible copy of Personal Property Book (Form 29A) for each of the years 2003, 2004, and 2005, and (3) copies of Form 14 and Form 15 Reports, where available. Client(s) will provide ORIGINAL sales disclosure forms from the County Assessors office for New Albany Township for the years 2003, 2004, and 2005. If data entry services are requested for sales verification questionnaires, copies or originals of the questionnaires must be provided to DoxTek.</p> <p>Client(s) will also make available parcel data from their Manatron ProVal for certain database lookups during sales disclosure processing.</p> <p><b>Quality Control:</b> Trained personnel will perform the data entry and reasonable efforts will be made to ensure accuracy &amp; integrity of data including automated data validation rules and utilities to identify invalid field values. Nonetheless, DoxTek, Inc. assumes no liability for typographical or other common errors.</p> <p><b>Additions to this SOW:</b> Any work above and beyond work described in the Deliverables sections of this SOW, will only be done under an amendment to this SOW. This includes extending the scope of work to other form types, additional years, additional townships, and performing additional reconciliation services.</p>
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The parties have executed this SOW as of the dates set forth below their respective signatures.

Floyd County Government  
By: Brenda N. Egge  
Title: Floyd Co. Assessor  
Date: January 11, 2006

DOXTEK, INC.  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_